

Exam: Correctional Lieutenant 6.2017

Your score will be based on your responses to the following questions. Be sure you provide complete responses as additional education, training and experience may increase your score. Incomplete or inaccurate information may result in your application not being considered.

Question 1-4 are Minimum Requirements for this position.

Question 5 is a Desirable Qualification (extra credit). You do not need meet this qualification to pass the exam, but meeting the qualification may increase your score.

Question 6 is for your required resume and work history that must substantiate your responses to the exam questions.

For education and training, the course number(s) and title(s), describe briefly the content, and hours/days/credits of each. For experience, list your job title (working title), describe major job duties, employer names, and employment dates (mo/yr to mo/yr).

For some questions, typically gained statements follow each question indicating the minimum qualification standards that are required to pass.

1. Please describe how you have gained some knowledge of management practices to include the following essential elements of management:

- **Planning: determining organizational objectives and deciding how best to achieve them**
- **Organizing: determining how to use resources, defining responsibilities and authority**
- **Leading: influencing and motivating staff, delegating work and resolving conflict**
- **Controlling: establishing standards and evaluating performance, taking corrective action and measuring results**

This is typically gained by completion of two three credit or equivalent upper division college-level course or approximately 40 hours or equivalent of management training that included all the essential elements of management (Planning, Organizing, Leading, and Controlling - describe each);

OR the State/BSU sponsored Center for Management Development Supervision I-IV or IDOC Leadership 100 or equivalent;

OR six months of experience performing all management elements described above.

For education, include all relevant college course titles, number and credits/hours awarded. For experience, include all relevant position titles, dates of employment, and a description of work performed.

Any additional experience or training may increase your score. Your resume must support your response.

Answer

2. Describe how you have acquired some knowledge of training methods.

This is typically gained by Successful completion of one college level course (3 credits) or workshops/training or classes of at least 16 hours covering communication concepts, learning styles, course design, and presentation skills, OR experience presenting training sessions to small groups (such as FTO, at POST or regular classroom training of 1 hour or more at regular intervals). Include the setting, audience (trainees), class size, training goal, and number of hours of training presented, facilitated, and/or co-facilitated.

If you are qualifying based on education or training, list the course number(if available), title, dates, hours and/or credits, name of sponsoring entity, and be sure to include the concepts covered. If you are qualifying based on experience, list the topic(s), setting, audience (trainees), class size, training goal, and number of hours of training that you have presented, Facilitated, and/or Co-Facilitated.

Your resume must support your response.

Answer

3. Describe your experience supervising staff in a correctional setting.

Be sure to be complete in your responses as additional education/training and experience may increase your score.

This is typically gained by at least one year of experience supervising staff in a correctional setting to include defining responsibilities and expectations, assigning and reviewing work, conducting performance feedback, completing performance evaluations, and handling

employee issues, corrective actions, and/or problem solving procedures.

Describe fully any related education or experience you have in this area.

For each item, describe all of your related education, training, and experience. In order to receive credit for any education and training you must provide the course title(s), the content, and hours/credits of each. For experience, describe job duties, employers, and employment dates.

Include in your response the level of positions and number of staff supervised.

Additional education, experience or training may increase your score.

Answer

4. Describe how you have gained experience demonstrating good knowledge of inmate management.

Be sure you provide complete responses, as additional education, training and experience may increase your score.

This is typically gained through successful completion of at least 20 hours of training in the programming aspect of inmate management and risk reduction procedures e.g. Effective communication, Suicide Risk Management, verbal de-escalation techniques,

AND at least three years of experience in a corrections profession with responsibility for offender supervision and applying correctional rules, requirements and practices.

For each item, describe all of your related education, training, and experience. In order to receive credit for any education and training you must provide the course title(s), the content, and hours/credits of each. For experience, describe job duties, employers, and employment dates.

If you have experience facilitating or co-facilitating, instructing, or promoting offender or probationer/parolee programming, accountability, and readiness for change, please describe (e.g. experience participating in case management applying interventions/informal sanctions, ensuring inmates are actively participating in their program plans, and using cognitive reflective communication techniques; experience as a Disciplinary Hearing Officer (DHO); experience classifying offenders; experience as a case manager.)

Answer

5. (Desirable Qualification) Please choose the response that best describes how you have gained some knowledge of the Incident Command System.

Typically gained by completion of online courses IS-120, Introduction to exercises AND IS-130, Exercise evaluation and Improvement Planning.

If you have additional training and experience with the Incident Command System including experience as a facility emergency coordinator OR on special teams (CERT, CFRT, CISM, Honor Guard, CNT), list the course numbers and titles taken as well as the month/years you started and ended your service on the special team and/or work history.

Your resume must support your exam answers.

- ☐ I do not have the training or experience listed below.
- ☐ I have completed IS-120 (Introduction to Exercises) AND IS-130, Exercise Evaluation and Improvement Planning
- ☐ I have completed ICS- 300 (Intermediate ICS for Expanding Incidents)
- ☐ I have at least 1 year of experience as a Facility Emergency Coordinator OR I have been a member of CERT, CFRT, CISM, Honor Guard or CNT for at least 1 year
- ☐ I have completed IS-120, IS-130, ICS 300 AND I have at least 1 year of experience as a Facility Emergency Coordinator OR a member of CERT, CFRT, CISM, Honor Guard or CNT for at least 1 year.

6. IMPORTANT: You MUST add your customized resume to the space provided or you will fail this exam. Your resume MUST support your answers provided in this exam. Inaccurate information may result in your removal from this register.

Emphasize your education, experience, and training directly related to the exam questions. For education or training, list the title and course number (if available), dates, number of classroom hours (or days) and/or credits with a brief description of the content. For experience list the months and/or years held, title of your job(s), number of staff supervised, and the name of the employer(s) where you worked in this

capacity, along with a description of your supervisory duties and responsibilities.

If you do not have your resume prepared, click on "finish later". Once your resume is completed, you will need to return to this exam question, copy and paste it in the space below. Once you insert your resume, click on "save exam answer". Scroll down to review your exam responses and submit your completed exam by the closing date.

PLEASE NOTE: Any special formatting such as underlines, tabs, bolding, indenting, numbering and bullets in your resume will be removed when you copy and paste it from WORD into the space below - this is OK! We are only interested in the content.

Insert your resume here.